

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Youth Services
Job Description

Date: July 2010
Exposure Determination Category 3

Salary Grade 15-17
Chart # 4

Job Title: Behavioral Health Coordinator
Reports To: Director of Youth Services

Areas of Responsibility: Promote behavioral health practices to enhance self-esteem, independence and social competence of the children, youth, families and staff; implement mental health objectives in accordance with the guidelines of the Dept. of Health and Human Services Administration for Children, Youth and Families (ACYF), and Housing and Urban Development (ESG).

Major Duties:

1. Ensure there is a system to provide prevention, identification/referral, and treatment/support to help eliminate or reduce problems that may interfere with a youth/family's development.
2. Develop training for staff, youth and families to understand child/youth development, individual differences and the need for supportive environments as enhancers of mental health/wellness.
3. Identify and/or develop resources to serve children, youth, families, and staff who exhibit behaviors that interfere with daily coping and development.
4. Provide and document individual counseling and consultation to children, youth, families and staff, as requested. .
5. Provide and document mental health referrals and resources of various disciplines for assistance to children, youth, families, and staff.
6. Respect the rights and protect the confidentiality of children, youth, and families by adhering to the confidentiality policies of Community Action Partnership of Western Nebraska.
7. Serve as a mature role model for children, youth, and families and conduct self in a professional manner by teaching safe respectful boundaries.
8. Be knowledgeable about and follow local, state and national laws, and juvenile codes affecting children, youth and families; act in accordance with professional American Psychological Association (APA) Code of Ethics counseling and consultation guidelines.
9. Make and document classroom and facility observations and provide feedback to teachers, staff, and case managers.
10. Assist staff in understanding and following Behavior Guidance philosophy, Positive Youth Development philosophy, and Trauma Informed Care best practices.
11. Provide support groups and training opportunities to enhance understanding and skill building of child development, youth development, and family well-being.
12. Perform other duties as assigned.

Minimum Qualifications:

GRADE: 15

1. Masters in Counseling, Psychology or Social Work, Provisional Licensed Mental Health Practitioner, with one year experience with working with at-risk, disadvantaged, and/or disenfranchised children, youth, and families.
2. Counselors with provisional licenses, will complete requirements and obtain Licensed Mental Health Practitioner status within two (2) years from date of hire.
3. Must have attained age 21.

4. Must have a valid driver's license, insured vehicle and good driving record.
5. Must pass state criminal history checks, child abuse/adult abuse and sexual abuse register background checks for states of residence in past 5 years.
6. Must pass pre employment drug screenings.
7. Must complete health physical upon entry to program and yearly health screenings.
8. Requires proficient level of communication skills oral and written, proficient level of organizational skills in the form of record keeping and ability to work without close supervision.

GRADE: 16

1. Meet qualifications above and
2. Licensed Mental Health Practitioner
3. Three (3) years experience with at-risk, disadvantaged, and/or disenfranchised children, youth, and families.

GRADE: 17

1. Meet qualifications above and
2. Documented work in specialized training: substance abuse, family counseling, mediation, victims of violence, anger management, etc.

Approved by: _____, Human Resources Director _____ Date

Approved by: _____, Program Director _____ Date

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